MDP

Maryland Department of Planning

Division of Historical and Cultural Programs

MARYLAND HERITAGE AREAS AUTHORITY GRANTS PROGRAM

PROJECT GRANT APPLICATION
(Non-Capital and Capital Grants)
Fiscal Year 2011

Information and Instructions

MARYLAND
HERITAGE AREA

MARYLAND HERITAGE AREAS AUTHORITY PROJECT GRANT APPLICATION

INTRODUCTION

The Maryland Heritage Areas Authority (MHAA) Grant Program is a source of funding designed to assist and encourage the preservation of historical, archeological, natural, and cultural resources and support economic development through heritage tourism within heritage areas certified by the Maryland Heritage Areas Authority. Heritage area grant awards are made from the MHAA Financing Fund, a non-lapsing, revolving fund into which up to $3 million is deposited annually. Regulations governing the program are available on the Internet at mht.maryland.gov – click on "Heritage Areas." The following is general information about the Heritage Areas Grant Program and instructions for completing the Project Grant application package.

ELIGIBLE EXPENSES AND ACTIVITIES

Eligible activities **must** be consistent with the goals, objectives, strategies and actions outlined in the approved Certified Heritage Area Management Plan; priority will be given to activities that address one or more specific activities identified in the approved Certified Heritage Area Management Plan. Many Certified Heritage Area Management Plans are available online or from the local Certified Heritage Area management entity (see mht.maryland.gov – click on "Heritage Areas" for a list of Certified Heritage Area management entity contacts, website addresses, and links to management plans). Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment.

MHAA project grant funds may <u>not</u> be used to pay for the following:
- **overhead expenses of the project applicant organization**;
- **salaries and/or benefits of permanent or temporary staff of the applicant organization, although salaries of staff may be eligible as match for that portion of a staff person's time dedicated solely to an MHAA grant-funded project** (generally not to exceed 35% of total required project match); MHAA funds may be used to pay for **consultant services** necessary to accomplish activities funded by the grant; or
- **marketing expenses related to programming or other capital or non-capital activities such as festivals, seminars, reenactments, or project fundraising, although marketing expenses may be eligible as match** (please check with MHAA staff)**.**

The following types of activities are eligible to receive MHAA Project Grant funding in Fiscal Year 2011:

NON-CAPITAL PROJECTS: The following non-capital projects or activities *anywhere in a Certified Heritage Area (CHA)* may be assisted with MHAA Grants.

Planning: The preparation, duplication, and distribution of research, field investigation, data recovery, documentation, feasibility, and planning studies for activities which will support the CHA.

Design: The preparation, duplication, and distribution of design documents for projects and activities which will support the Certified Heritage Area (CHA).

Interpretation: The development and presentation of interpretive exhibits, interpretive signage, materials, or other appropriate products to further the educational and recreational objectives of the CHA. Generally, bases and panel specifications for interpretive signage will be required to follow National Park Service/Chesapeake Bay Gateways Network specifications as described at www.baygateways.net/tools.cfm (go to "assistance and advice," then "Gateways Graphics and Design").

Programming: The implementation of new or pilot programs which encourage revitalization of and reinvestment in CHA resources such as seminars, conferences, performances, reenactments, commemorations, and festivals.

CAPITAL PROJECTS: Capital grants are available within a **Target Investment Zone** (TIZ) for **10 years after the day on which the Authority first approves funding for a capital grant in the TIZ or that portion of the TIZ added through a boundary amendment approved by MHAA**. Capital grants may also be available on a case-by-case basis outside of a TIZ, but within a Certified Heritage Area, or after the expiration of the 10-year period, if the MHAA determines that the proposed capital project is **essential** to the success of the CHA management plan. Please contact MHAA staff or the local Certified Heritage Area director where the project will occur for further information.

Please note that the MHAA may require conveyance of a perpetual historic preservation easement to the Maryland Historical Trust on historic properties assisted with MHAA capital grant funds. Please contact MHAA staff for further information.

The following capital projects or activities may be assisted with MHAA Grants. All capital project activity affecting historic structures must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (see www.cr.nps.gov/hps/tps/standards/index.htm). All capital project grantees are also subject to review by the Maryland Historical Trust (MHT) Project Review and Compliance Unit to ensure compliance under the Maryland Historical Trust Act of 1985 (commonly referred to as "Section 106 review" – see mht.maryland.gov/projectreview_sponsors.html).

Acquisition: The acquisition of fee title, or interest other than fee title (e.g. an easement), of real property. For acquisition projects, MHAA will fund up to 50% of the average of two appraisals of the subject property.

Development: Repair or alteration of an existing building, structure, or site which makes possible a contemporary use while preserving those features of the property which are significant to its historical, architectural, and cultural values.

New construction, including pedestrian wayfinding/wayshowing signage, may also be eligible provided MHAA determines the project will:
- address or complete priority activities identified in the approved Certified Heritage Area Management Plan; or
- will have an exceptionally significant heritage tourism impact, and
- is consistent with the goals, objectives, strategies and actions outlined in the Heritage Area Management Plan.

Applications for new construction projects must directly address these eligibility requirements in the Narrative portion of the grant application.

Rehabilitation: Activities directed to returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Restoration: Activities directed to accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history, and reconstruction of missing features from the restoration period.

Pre-Development: Pre-development costs directly associated with a capital project such as the preparation of plans and specifications, and reasonable fees for architectural design and engineering. This would include pre-development costs for eligible new construction.

K–12 EDUCATION PROJECTS: *K-12 Education projects may be Non-Capital or Capital.*
The Authority will consider Fiscal Year 2011 grant applications for the following types of K – 12 education–related projects:

Curriculum Development and Teacher Training:
Curriculum development and teacher training projects directed to Maryland teachers and students, provided that the applicant can document the following:

1. For statewide projects, that the Maryland State Department of Education (MSDE) has been consulted and determined that the project will assist in fulfilling one or more of MSDE's Core Learning Goals; or

2. For single or multi-County projects (less than statewide in scope), that all County (and/or Baltimore City) Public School systems in the project area have been consulted and determined that the project will assist in fulfilling one or more of the school system's Core Learning Goals.

Curriculum Implementation:
Projects designed to implement curricula approved by MSDE and all County School Systems in the project area through the following types of activities:

1. K-12 educational product development at heritage sites. For example, development of classroom facilities, development and production of materials needed to support on-site teaching, acquisition of computer work stations and software for K-12 teaching activities.

2. K-12 programming activities that support or encourage visitation to heritage area sites by school groups. These activities may be a stand-alone project or a component of curriculum development, teacher training, or K-12 educational product development projects. Costs for transportation of students and teachers to heritage sites is an eligible activity when such costs are a component of a larger curriculum development, implementation, or teacher training project.

In addition, Fiscal Year 2011 grant applications for **K -12 education projects** that address the following education-specific **priorities** will receive special consideration by the Authority in the application ranking process:

1. For all eligible project types, priority will be given to applications which, through their design, can clearly show how the project not only advances Certified Heritage Area education goals, but also advances other goals in the relevant Certified Heritage Area management plan, for example stewardship and preservation, economic development through heritage tourism, or interpretation.

2. For curriculum development projects, priority will be given to projects which can document that MSDE and all County School Systems in the project focus area will be an active partner in the development and implementation of the project.

MHAA FUNDING PRIORITIES for FISCAL YEAR 2011

Fiscal Year 2011 grant applications for projects that address the following priorities will receive special consideration by the Authority in the application ranking process:

1. Projects that contribute to the commemoration of the Bicentennial of the War of 1812 in Maryland.

2. Projects that contribute to the commemoration of the Sesquicentennial of the Civil War in Maryland.

3. Projects that will assist in interpreting the life, work, and legacy of Harriet Tubman and/or the Underground Railroad in Maryland.

ELIGIBLE APPLICANTS
Eligible applicants include **non-profit organizations** and **local jurisdictions**. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

Except for projects that will occur within two or more CHAs, i.e. "Multi-Heritage Area Projects" (see "Application Submittal" section below), **applicants must submit completed applications to their local Certified Heritage Area management entity** (for a list of CHA management entities see: mht.maryland.gov – click on "Heritage Areas.") The local Certified Heritage Area management entity will first review and rank applications, and then forward all applications and their recommendations for funding to MHAA. Applications submitted directly to MHAA will be deemed ineligible and returned to the applicant.

PROJECT SELECTION CRITERIA
The following criteria will be considered by MHAA and the local heritage area management entity in reviewing grant proposals:

I) LOCAL HERITAGE AREA MANAGEMENT ENTITY PROJECT RANKING
- What is the ranking of the project by the local Heritage Area management entity?
II) CLARITY
- Are project objectives and the methods to accomplish those objectives clearly stated, and is it clear what the products/results of the project will be?
III) URGENCY
- Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity? What are the drawbacks of delaying the project, e.g. will delay likely lead to loss of funds, are critical personnel only available within short timeframe, or is the event tied to an anniversary date?

IV) PROJECT DESIGN
- Does the budget provide a detailed breakdown of how grant funds will be expended, e.g. for building rehabilitation or restoration projects are specific construction activities and cost breakdowns provided; for consultant services are products and pay rates/fees clearly specified; for staff time being used as match, is each staff person and their job function listed and the specific number of hours and hourly pay rate for each person provided?
- Are the costs outlined in the project budget reasonable given the goals of the project, and for the services or products being obtained?
- Are project personnel (if known) appropriately qualified and experienced to carry out the project?
- If the project product(s) requires **ongoing maintenance, repair or replacement** (e.g. signage, trail amenities, or monuments), what provisions are there for carrying out this maintenance in the future, for example, a local government will maintain, or a dedicated maintenance account has been established?

V) LEVERAGE
- (***NOTE: MHAA requires a minimum dollar-for-dollar match, and that 75% of the required minimum match must be cash**) Does the project or its products significantly leverage local government and/or private investment; is significantly more project funding leveraged than the required dollar-for-dollar match; is a majority of the additional leveraged project funding cash, rather than in-kind?

VI) IMPACT
- Does the project have clear heritage tourism value, e.g. visitor resources will be created or substantially improved, project products will encourage increased visitation to heritage sites?
- Will the project contribute to the acquisition, preservation or conservation of significant historic, natural, or cultural resources?

VII) READINESS
- Is the project ready to proceed upon grant award and can project objectives realistically be accomplished within the proposed timetable?
- Is the match firm and clearly documented to be available by the project's start date, or is some or all match not in-hand, e.g. does the application qualify some match as dependent on a non-awarded grant, requested donations, or other projected future income?

VIII) DEMONSTRATION VALUE
- Does the project utilize methods or techniques that are transferable for statewide, regional, or local application?
- Does the project have potential to be a "model"? Will it produce a product unique for quality and innovation?

IX) ADMINISTRATIVE CAPABILITY OF APPLICANT
- Has the applicant received previous MHAA grants that have demonstrated good administrative capability including filing required progress reports, completing projects on time and within budget, and submitting complete financial documentation of expenditures, or does the applicant have a proven record of successfully administering grants from other agencies/organizations?
- Does the applicant have other open MHAA grant(s) from previous fiscal years? How and when will these projects be closed out?

X) CONSISTENCY WITH THE HERITAGE AREA MANAGEMENT PLAN
- Is the project specifically identified in the Certified Heritage Area Management Plan, and does the application specify the section or page number of the management plan where the project is identified?
- If the project is not specifically identified in the Certified Heritage Area Management Plan, is the project consistent with the goals, objectives, strategies, standards, and actions outlined in the applicable Certified Heritage Area management plan, and does the application clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan?

XI) CONSERVATION AND PRESERVATION (*If applicable to proposed activities)
- Do the proposed activities increase the protection and enhancement of sites, structures, districts or landscapes which are deemed to be of historic, archaeological, cultural, natural or architectural significance?
- Are the proposed activities environmentally sensitive through their design, construction materials or procurement practices?

GRANT AMOUNTS AND MINIMUM MATCHING FUND REQUIREMENTS
Grants for N**on-Capital projects may not exceed $50,000**. Grants for **Capital projects may not exceed $100,000**. All grants must be matched in an amount at least equal to the grant (dollar-for-dollar match). The match must

consist of **a cash contribution/match equal to at least 75 PERCENT of the grant amount requested from MHAA** (e.g. if $100,000 of MHAA grant funds is being requested, a minimum of $75,000 of the grantee's total contribution/match must be cash). The balance of applicant's project contribution/match may consist of in-kind contributions. **State of Maryland funds** may **not** be used as match.

Applicants must submit proof of matching funds. This may consist of a financial statement, commitment letter, or other proof that the applicant has matching funds or in-kind contributions dedicated for the project. This proof of matching funds must be submitted to MHAA staff for review prior to final approval of grant awards by the Authority at its July meeting.

MARYLAND CULTURAL DATA PROJECT:
REQUIREMENT TO COMPLETE CULTURAL DATA PROFILE

This year MHAA is engaging in a new collaborative partnership of public and private funders throughout the State of Maryland, the Maryland Cultural Data Project (MdCDP) **For FY 2011, MHAA now requires all grant applicants to complete a Cultural Data Profile through the MdCDP Web site** (www.mdculturaldata.org).

What is MdCDP?
This statewide data collection effort for cultural and arts organizations is designed to provide an easier grant application process through the use of a standardized form for reporting applicant financial and organizational data. Further, applicants applying to more than one of the participating grant-giving programs will only need to complete this form once each year. In addition to creating a streamlined application process, applicants will benefit from this project through an enhanced ability to track their individual data and trends over time and compare how they operate relative to their peers and to the culture and arts sector at large. Uses and potential benefits of the MdCDP project include:

- Information for participating nonprofit organizations for use in benchmarking and capacity-building.
- Information for the cultural sector for the purposes of policy and program development and public relations.
- Information for participating grantmakers for use in their application process.
- Information for elected officials regarding the effectiveness of publicly-funded grant programs

How will my organization's information be used and accessed?
Each organization will have a login and password. You will only be able to view your own organization's information. Aggregate data will be available for the purpose of benchmarking, but it will not identify any specific organization's data. When you submit your information along with an application to one of the participating funders, they will be able to view your information and use it for grantmaking purposes.

How do I complete the MdCDP Profile?
In order to complete the Cultural Data Profile, organizations must first register at the MdCDP Web site (www.mdculturaldata.org) by creating an organizational login ID and password. After registering, you will have access to online training and can get support from the Help Desk during regular business hours. Applicants are asked to provide two years of financial and organizational data the first time they complete the Cultural Data Profile (Going forward, groups will only need to provide one year of data.). Information for the Cultural Data Profile is organized by fiscal year and data is only entered for completed fiscal years for which an approved financial audit or review exists. Organizations that are not audited or reviewed will enter data based on approved year-end financial statements.

How do I submit my information to MHAA?
Upon completion of the Cultural Data Profile, applicants should go to the "Funder Reports" section of the MdCDP Web site and print the pre-defined report for the Maryland Heritage Areas Authority application. Relevant information from the applicant's Cultural Data Profile will automatically be imported into the report. The printed report must is to be included with your application materials.

Applicants should direct questions concerning the Maryland Cultural Data Profile to:
Maryland CDP Help Desk:
Toll Free: 1-866-9-MD-DATA (1-866-963-3282)
Email: help@mdculturaldata.org
The Maryland CDP Help Desk is available Monday – Friday from 9:00am – 5:00pm.
Maryland CDP Web site: http://www.mdculturaldata.org

GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a grant agreement with the MHAA, which generally contains the following standard terms and conditions:

- Grant Term - All grant funds generally must be expended within no more than 24 months of the date the grant agreement is signed by all parties, unless the Grantor agrees to a longer term or approves in writing an extension of the grant period. Written progress and final reports must be submitted to the Grantor during the grant term, generally at the mid-point and end of the project (grant agreements will specify reporting requirements). The Grantee may also be required to submit supporting financial documentation with progress and final reports identifying project costs incurred to date.

- Grant Disbursements –Grant funds shall generally be disbursed in no more than three payments, or as specified in the Grant Agreement. Disbursement requests shall identify all costs incurred to date , and shall include copies of invoices documenting actual expenditures. The Grantee may also be required by the Grantor to submit vendor price quotes, bids, cost estimates, or other supporting financial documentation for anticipated future project costs.

- Nondiscrimination - Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.

- Acknowledgment - Grant recipients are required to provide appropriate acknowledgment of MHAA assistance for all projects in accordance with requirements outlined in the grant agreement. Grant recipients may also be required to provide appropriate acknowledgment of the local Certified Heritage Area management entity.

- Section 106 Review - Recipients of funds for all capital projects, and those non-capital projects that involve outdoor signage installation will be subject to review by the Maryland Historical Trust (MHT) Project Review and Compliance Unit under the Maryland Historical Trust Act of 1985 (commonly referred to as "Section 106 review" – see mht.maryland.gov/projectreview_sponsors.html). Recipients shall obtain MHT review of their preliminary concept plan or fifty percent design plan for the project to assess the project's effects on historical and archeological resources, and may be required as a condition of the MHAA grant award to revise their plans as needed, based on MHT comments, in order to ensure that the project avoids any adverse effects on historic and archeological properties.

CAPITAL PROJECT GRANT TERMS AND CONDITIONS

In addition to the grant terms and conditions noted above, applicants seeking funds for capital projects may be required to meet the following additional terms and conditions:

- Insurance Requirement - Recipients of funds for capital projects will be required to insure the assisted property against loss or damage by fire or other hazards, casualties, and contingencies as may be required by MHAA, in amounts satisfactory to MHAA. Similarly, General Liability Insurance will also be required for all construction projects.

- Perpetual Preservation Easement – A perpetual preservation easement may be required to be conveyed to the Maryland Historical Trust on historic properties assisted with MHAA funds. Generally, the easement must be executed between the property owner and the Trust before MHAA funds are released. At its discretion, MHAA may release a portion of the grant funds, but in no case will all grant funds be released prior to execution of an easement. The easement must be in form and substance acceptable to the Trust. The easement coverage will be on the land or such portion of the land acceptable to the Trust, and on the exterior and interior of the historic structures as the Trust determines appropriate. An easement is a binding legal document that is recorded in the local land records. It affects the entire area under easement. It usually protects historic buildings, structures, and associated archeological resources, and confers approval authority on the Trust in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property. The land and covered improvements must be maintained in good condition. Trust staff is available to offer technical preservation expertise to easement property owners on an as-needed basis. A sample easement is available for applicant's review by contacting the Trust's Office of Preservation Services (OPS) at 410-514-7632. OPS staff can answer questions an applicant or owner may have concerning the easement requirement.

- Title Certificate – Recipients of funds for capital projects will be required to provide an attorney's Certificate of Title acceptable to the Maryland Historical Trust, certifying the owner's title to the

real property on which the improvements are located, if conveyance of an easement is a condition of the MHAA grant award. In addition, an update of the Certificate will be due after the recordation of the preservation easement, but prior to the disbursement of funds. The Certificate may contain only standard exceptions and encumbrances approved by the Trust.

- <u>Site Plan and Legal Description of Property</u> – If conveyance of an easement is a condition of the MHAA grant award, recipients of funds for capital projects will be required to provide a legal description of the property and a site plan that locates any structures with metes and bounds identified on the site plan.

GRANT SCHEDULE
Applications are first submitted to the local Certified Heritage Area management entity. Applications generally are due to the local CHA management entity sometime between the beginning of February to mid-March, check with the local CHA management entity for grant deadlines (CHA contact information is available at <u>mht.maryland.gov – click on "Heritage Areas"</u>). The CHA management entity then reviews, ranks, and submits applications to the MHAA, generally in early April. MHAA staff first review applications for completeness and accuracy and will contact the CHA management entity or applicants if additional information is required.

Complete applications are forwarded to the MHAA Technical Advisory Committee (TAC) for review. TAC recommendations are then forwarded to the MHAA for review and final action at the Authority's July meeting. Meetings of the TAC and the MHAA are scheduled on an as-needed basis, but will be held, on average, not less than quarterly. Contact Richard Hughes at 410-514-7685 or rhughes@mdp.state.md.us, or visit the "Heritage Areas" section of the Maryland Historical Trust Internet web site at <u>mht.maryland.gov</u> to learn about upcoming meeting dates and grant deadlines.

APPLICATION FORMAT
MHAA Grant applications must consist of the following items which are to be submitted as a single package, with hardcopy (paper) items on standard 8 ½" x 11" bond paper. The hardcopy grant application packages must be stapled in the left-hand corner and **include the *Application Cover Sheet* (Appendix I) as the first pages**. Please do <u>not</u> submit hardcopy applications in binders or as spiral bound books.

Hardcopy (Paper) Applications
All applicants must submit **one (1) paper original with original signatures where required,** and **eleven (11) paper photocopies** of the following materials:

1. **Cover Sheet**. The instructions for completing the cover sheet are attached as **Appendix I**. The cover sheet form is part of the separate Grant Application document. This form must be attached to the front of the application package.
2. **Narrative Description**. Please refer to the outline shown in Appendix II.
3. **Budget**. The **budget form** instructions are attached as Appendix III.

The forms for these three items are part of the separate FY2011 Project Grant Application file which is available at mht.maryland.gov under "Forms and Documents." **Please complete and print out the electronic forms in that file rather than using the sample forms contained in this document.**

In addition, all applicants must submit **two paper copies only** of the following supporting documentation (it is not necessary to submit electronic/digital versions of the following supporting documentation):

4. **Resumes of key project personnel**. Include the resumes of management entity staff and, if known, people such as consultants and project monitors who will perform key activities under the grant.
5. **Proof of matching funds**. This may consist of a financial statement, commitment letter, or other proof that the applicant has matching funds or in-kind contributions dedicated for the project. This proof of matching funds must be submitted to MHAA staff for review prior to final approval by the Authority at its July meeting.
6. **Proof of nonprofit status (if applicable) and SDAT Standing**. If the management entity is a non-profit organization, proof of non-profit status must be submitted in the form of a copy of the applicant's Articles of Incorporation, By-laws, and, if applicable, Internal Revenue Service 501 (C)(3) approval letter (**copies do not need to be submitted if the materials were previously submitted and no changes have been made**). In addition, the applicant organization must be in good standing with the State of Maryland Department of Assessments and Taxation (SDAT); MHAA will verify the applicant's current status prior to disbursement of grant funds. Applicants must verify their current standing at the Maryland Department of Assessments and Taxation's website at www.dat.state.md.us [select "Business Data Search," then from the "Businesses" section

select Business Data Search," then from the "Main Menu" box select "Business Entity Information (Charter/Personal Property)" and enter the name of your organization or Department ID, finally select "General Info."] Print out the displayed page and attach it to the completed grant application form.

7. **Letters of support. At least three letters of support for** the application for the management grant must be submitted, including at least one letter of support from each of the following: a State Senator, State Delegate, and local governmental entity(ies) representing the area in which the project will occur.

8. **Heritage Area Management Entity Letter of Authorization**. A letter from the Certified Heritage Area management entity authorizing the applicant to submit the grant application must be submitted to MHAA. *CHA management entities may submit one letter of authorization to MHAA for all applicants within their CHA, if preferred*.

Electronic/Digital Application

Two electronic/digital copies of **Items 1, 2, and 3 only** must also be submitted on CD-R (Compact Disc-Recordable) disks. **Use Microsoft Word© or another program readable by Microsoft Word©** to produce the electronic version. If preferred, the Project Budget may be submitted as a Microsoft Excel © or another program readable by Microsoft Excel© file. **DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD©.**

Special Requirements for Capital Grant Applications

Applicants seeking funds for capital projects must submit **two copies** of the following supporting documentation:

1. **Color Slides/Digital Photographs**. Submit at least **ten (10)** color photographic slides or digital photographs which depict assorted overall views of the property/structure. For existing structures, include important interior elements and any areas of deterioration which are to be addressed as part of the project. Label all slides or provide a separate written description of each photograph with the project or building name, and a brief description of the subject matter of the slide/photograph.

    Digital photographs must be submitted on CD-R (Compact Disc-Recordable) disks, be in TIFF (preferred) or high-resolution JPEG format, with a minimum resolution of 2 megapixel files or greater (minimum pixel array of 1,600 pixels by 1,200 pixels). Please give each image a file name such as **Brown House Façade 1.tif**, do not submit images with camera-assigned default names such as **PIC001.jpg**. A Microsoft Word© or Word© readable text file listing images as they appear on the CD-R should be included on the disk (the first disk if multiple CD-Rs are submitted) listing: the **name of the project or structure**; **photographer's name**; **date photograph taken**; and for each photograph on the disc, the **file name and a short description of what the image depicts**, e.g.
    1) Brown House 1.tif – front façade
    2) Wilson Mill Archaeological Site 3.jpg – looking northeast towards ruins of miller's house

2. **Easement Conveyance by Owner**. For capital projects involving historic properties, submit letter(s) confirming the owner's willingness to convey a perpetual preservation easement on the property should the grant be awarded. The following language must be included in the owner(s)'s correspondence:

    1) **"As the owner(s) of the property for which an MHAA Grant is being sought, I/we confirm my/our willingness to convey to the Maryland Historical Trust a perpetual preservation easement on the property if so required by MHAA. I/we understand that my/our confirmation may be a requirement of the MHAA Grant and that the perpetual preservation easement imposes a financial obligation upon the property owner(s) and a legal encumbrance/lien upon the easement property."**

3. **Easement Conveyance by Interest/Lien Holders**. Submit letter(s) confirming the willingness of other interest or lien holders such as banks or other lenders to subordinate those interests to the conveyance of the preservation easement.

4. **Appraisals**. For real property acquisition projects, MHAA will fund up to 50% of the average of two appraisals of the subject property. Submit **two appraisals** that are less than one year old if you are requesting MHAA funds for an acquisition project. If there is more than a 20% difference between the two appraisals, MHAA may request a third appraisal. MHAA also reserves the right to consult with the Maryland Department of General Services regarding evaluation of the submitted appraisals.

5. **Map**. A map, preferably a section of a USGS quad, clearly showing the location and boundaries of the project.

6. **Site Plans/Drawings**. If available prior to the start of the project, please include copies of any site plans or drawings for the project.

APPLICATION ASSISTANCE
Samples of an MHAA Application Cover Sheet (Appendix I), Narrative Project Description (Appendices II, III, IV, and V) and Sample Budget (Appendix VI) are attached. For your convenience, the application form is available on the Internet at mht.maryland.gov under "Forms and Documents." **For questions regarding the preparation of your application, please contact Richard Hughes at 410-514-7685 / rhughes@mdp.state.md.us,** or **Jennifer Ruffner at 410-514-7612 / jruffner@mdp.state.md.us, or your local Certified Heritage Area management entity staff.**

APPLICATION SUBMITTAL
Except for projects that will occur within two or more CHAs, i.e. "**Multi-Heritage Area Projects**" (see information box below), applicants must submit the completed application package and supporting materials to **their local certified heritage area management entity** (Heritage Area management entity contact information is available online at http://mht.maryland.gov/heritageareas_program.html). Applications submitted directly to MHAA will be deemed ineligible and will be returned to the applicant.

Management entities should mail or deliver MHAA grant application packages to: Richard Hughes, Maryland Heritage Areas Authority, Maryland Historical Trust, 100 Community Place, Crownsville, MD 21032-2023.

*MULTI-HERITAGE AREA PROJECTS: If the project includes activities that will occur within two or more CHAs, applications must be submitted directly to the Maryland Heritage Areas Authority by no later than **February 12, 2010**. The MHAA will distribute copies of the application to all CHAs within which project activities will occur for CHA review and comments. (Submit applications to: Richard Hughes, Maryland Heritage Areas Authority, 100 Community Place, Crownsville, MD 21032-2032).

The forms in the following Appendices are sample forms only. Please complete the electronic forms found in the separate FY2011 Project Grant Application file, available at mht.maryland.gov under "Forms and Documents.

APPENDIX I: INSTRUCTIONS FOR MHAA PROJECT GRANT COVER SHEET
(*All applicants must complete*)

I. CERTIFIED HERITAGE AREA INFORMATION

    1. Provide the name of the certified heritage area in which the project will occur (e.g. Southern Maryland Heritage Area).

    2. Provide the name of the Target Investment Zone (TIZ) in which the project will occur, if applicable.

II. APPLICANT INFORMATION

    1. Provide the full legal name of the applicant non-profit organization, authorized local government or government agency. This should be the organization or government agency which will receive the grant funds if awarded. For non-profit entities, information can be obtained from the Maryland Department of Assessments and Taxation at www.dat.state.md.us/ [select "Business Data Search," then from the Main Menu select "Business Entity Information (Charter/Personal Property)," then select "General Info." Print out the displayed page and attach it to the completed grant application form.].

    2. Provide the mailing address of the applicant identified above. Provide the street address of the applicant if different from the mailing address.

    3. Provide the name and title of the individual who will serve as the contact person for the grant. The contact person should be someone very familiar with the application, who will receive all correspondence and communications relating to the grant.

    4. Provide the phone number(s) of the contact person.

    5. Provide the email address of the contact person.

    6. Provide the fax number of the contact person.

    7. Include the applicant's EIN number (federal employer identification number). This nine-digit number is assigned by the Internal Revenue Service and usually begins with 52-_ _ _ _ _ _ _ _ _ .

    8. Include the state legislative district & subdistrict of the applicant. It is important that the applicant's correct legislative district is indicated. If you are unsure of your district, please contact your local library for this information or visit the Maryland General Assembly Website at http://mlis.state.md.us and http://mdelect.net/. A map of election districts is available at http://www.mdp.state.md.us/redistrict/2002ld_courtappeals_62102_MD_map_web.pdf .

III. PROJECT INFORMATION

    1. Enter either the title of the project or the name of the property under consideration.

    2.a Indicate whether the project is a capital or non-capital project.

    2.b. If the project involves a property or properties that are designated as historic by a local government, listed in the National Register, or included in the Maryland Inventory of Historic Properties, provide the name of the property, properties or district(s). This applies to capital projects, and non-capital projects such as outdoor signage installations.

    2.c. If the project involves a property or properties that have been the subject of previous archeological, architectural or historical investigations, provide a brief description of that work. This applies to capital projects, and non-capital projects such as outdoor signage installations.

    2.d. If you are seeking funding for a capital project, provide the name of the current owner of the property for which funding is being sought.

    2.e. Provide the address of the current owner of the property for which funding is being sought.

    2.f Provide the address(es) of the project if different from applicant.

    3. Briefly summarize your project's scope of work in the space provided (max. 250 words), clearly stating the goals of the project and how the goals will be attained. Provide specific information on work or activities that will be undertaken, who will perform the work, and the type and number of any products that will be produced. The narrative **must** include the key items listed in the Project Timetable and Project Budget (see Appendix VI).

    For example, for a non-capital project:

    "The [name of applicant] will hire a consultant historian and exhibit designer to develop a permanent exhibit on the history and significance of the underground railroad (UGRR) in Baltimore County. Project products will include a 300 sq. ft. interior exhibit at the County Historical Society, 3 exterior interpretive signs at known UGRR sites, and 5,000 map and guide brochures on UGRR history and sites in Baltimore County. This project is the first step towards interpreting the underground railroad history of the heritage area."

    For example, for a capital project:

    "The [name of applicant] will rehabilitate the interior and exterior of the Civil War-era John Wilson House to serve as a Civil War museum and visitor information center. Work will be performed by a contractor with experience in historic building rehabilitation. Work includes installation of a new wood shingle roof, repair and replacement of deteriorated siding with new matching siding, repair and repainting of existing windows, installation of an ADA-compliant access ramp, upgrading electrical service and plumbing to meet Code requirements, refinishing of original wooden flooring, and installation of a visitor information desk and brochure racks."

* PLEASE DO NOT ADD ADDITIONAL PAGES TO THE SUMMARY SCOPE OF WORK.

IV. PROJECT BUDGET

1. Provide the amount of grant funds requested from MHAA. Keep in mind that a maximum of $50,000 is available for a non-capital project, and a maximum of $100,000 is available for a capital project.

2. Provide a breakdown of the amounts of required cash and in-kind contribution/match. MHAA grants require a minimum dollar-for-dollar match (i.e. the amount of required cash and in-kind contribution/match must equal the total amount of grant funds requested from MHAA). *NOTE: If additional cash or in-kind funding is being used to complete the project, those additional amounts should be reported on Lines 3a and 3b below.
   a. Provide the amount of required cash match the applicant will provide for the project. Remember that **cash match** must comprise **at least 75%** of the minimum required dollar-for-dollar match, although it may be any amount between 75% and 100% of the required match. For example, if $100,000 of MHAA grant funds is requested, cash match must equal at least $75,000, but can be up to $100,000. (***NOTE: State funds may not be used as match, and no more than 35% of the minimum required cash match may consist of applicant staff salaries.**)

   b. Provide the amount of in-kind contributions the applicant will provide. Remember that in-kind contributions may comprise **no more than 25%** of the minimum required dollar-for-dollar contribution/match.

   c. Provide the total amount of **<u>all required</u>** cash and in-kind contribution/match the applicant will provide (add Lines 2a and 2b). **This total amount must equal the amount being requested from MHAA on Line 1**.

3. If applicable, provide the amount of additional cash and in-kind funding that is being used to complete the project. This includes cash and in-kind contributions <u>in excess</u> of the amount being requested from MHAA (Line 1) and the total required cash and in-kind match (Line 2c).
   a. Provide the amount of additional cash funding being utilized to complete the project.

   b. Provide the amount of additional in-kind contributions being utilized to complete the project.

   c. Provide the total amount of **<u>all additional</u>** cash and in-kind funding being utilized to complete the project (add Lines 3a and 3b).

4. Provide the Total Project Cost (the sum of Lines 1+2c+3c).

V. PUBLIC INFORMATION DISCLOSURE

MHAA intends to make information available to the public regarding grant requests under the MHAA Grant Program. Information contained in this application may be confidential under Maryland's Access to Public Records Act. If you consider your information confidential and do not want it made available to the public, you must indicate so in writing and attach your objection to this application. By signing on the space indicated, you agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have under the Act regarding this information.

SAMPLE MHAA GRANT APPLICATION COVER SHEET
(*Must be completed for all types of projects)

I. PROJECT LOCATION INFORMATION

1. Name of Certified Heritage Area(s) where project is located: Baltimore Heritage Area

2. Name of Target Investment Zone where project is located, if applicable:

3. County(ies) where project is located: Baltimore City

II. APPLICANT INFORMATION

1. Full Legal Name of Applicant Organization (Name provided must match exactly the legal name as registered with the Maryland Department of Assessments and Taxation. Applicants can check their legal name at www.dat.state.md.us, select "Business Data Search," then from the Main Menu select "Business Entity Information (Charter/Personal Property)," then select "General Info." Print out the displayed page and attach it to the completed grant application form): Baltimore Firefighters Museum, Inc.

2. Mailing Address: 1801 Saratoga Street, Suite 105

   City, State, Zip Code: Baltimore, MD 21123

   (Street Address-if different from above):

3. Contact Person (include Ms, Mr., Dr., etc.): Ms. Jane Doe   Title: Executive Director

4. Telephone: (Office) 410-222-7788   (Other telephone): 410-555-9988

5. Fax Number: 410-222-8877

6. E-mail Address: janedoe@email.com

7. Name and title of Person with legal **signatory authority** for applicant organization (if different from Project Contact Person): Mr. John Doe

8. Applicant's Federal Employer Identification Number (generally 9 numbers beginning with 52, e.g. 52-1234567): 52-1234567

9. State legislative district(s) & sub-district(s) where project will take place. Please ensure accuracy. (Information is available online at http://mdelect.net/ and http://mlis.state.md.us/): 23B, 24,27,31A

III. PROJECT INFORMATION

1. Project title or property name: Great Baltimore Fire Exhibit Project

2.a Type of project (Capital or Non-Capital): ☐ Capital   ☒ Non-Capital

2.b. If project involves property(ies) designated as historic by a local government, listed in the National Register, or included in the Maryland Inventory of Historic Properties, name of property(ies) and/or district(s):

2.c. If project involves property(ies) the subject of previous archeological, architectural or historical investigations, provide a brief description of that work:

2.d. If Capital Project, name of current property owner, if different from applicant:

2.e. If Capital Project, address of current property owner, if different from applicant:

2.f If Capital Project, address(es) of project if different from applicant:

3. **Summary Scope of Work**: Provide a brief (max. 250 words) project narrative describing the programs, work, or activities that will be undertaken, who will perform the work, and the type and number of any products that will be produced) The narrative **must** include the key items listed in the Project Timetable and Project Budget (see Appendix VI).

The Baltimore Firefighters Museum (BFM) will develop and issue a Request for Proposals (RFP) to solicit bids from qualified professional exhibit design consultant firms to design a 2,000 sq. ft. multi-media exhibit on the Great Baltimore Fire of 1904. In consultation with BFM staff, the selected consultant will develop a draft and final exhibit plan including graphic designs, a list of photographs and historical documents recommended for inclusion in the exhibit, interpretive text and labels, and a list of artifacts to be exhibited. The exhibit will be fabricated and installed in the new exhibit gallery at the museum, which will be renovated as part of the grant project. A companion brochure will be printed for the new exhibit.

IV. PROJECT BUDGET

1. **Amount requested from MHAA** $50,000

2. **Required Match**
    a. Applicant's required cash contribution/match (*Must equal at least **75%** of Line 1) $37,500

    b. Applicant's required in-kind contribution/match (may be no more than 25% of Line 1) $12,500

    c. Total of Cash & In-kind contribution/match (*Sum of Lines 2a+2b must <u>equal</u> Line 1) $50,000

3. **Additional Project Funding** (*Additional funding above minimum required dollar-for-dollar match)
    a. Applicant's Additional Cash Project Funding $15,000

    b. Applicant's Additional In-Kind Project Funding $5,000

    c. Total of Additional Applicant Cash & In-kind Project Funding (Sum of Lines 3a+3b) $20,000

6. **TOTAL PROJECT COST** (Sum of Lines 1+2c+3c) $120,000

V. PUBLIC INFORMATION DISCLOSURE

MHAA intends to make available to the public certain information regarding projects for which an application has been submitted under the MHAA Grant Program. The information available to the public will include the information in this grant application as supplemented or amended. This information may be confidential under Maryland's Access to Public Records Act. If you consider this information confidential and do not want it made available to the public, please indicate so in writing attached to this application. You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have under the Act regarding this information.

I have read and understand I have waived confidentiality of information as described above.

_____   _____
              Applicant's Signature   **Date**

APPENDIX II: SAMPLE NON-CAPITAL PROJECT NARRATIVE
(*Use for Non-Capital projects only)

Please address **all** items listed in the following project narrative completely and concisely. If not applicable, put "N/A" after the item. **Two electronic/digital copies of the full application** must also be submitted on CD-R (Compact Disc-Recordable) disks; label the disks with the heritage area name, project name, the names of all files, and the program used to create them. Use Microsoft Word© or another program readable by Microsoft Word© to produce the electronic version. **DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD©.**

This outline should be used for all non-capital projects except those projects consisting of programming activities - Appendix V should be used for non-capital Programming activity applications. If funds are being requested for both programming activities and other non-capital or capital activities, please complete individual project narratives for each discrete activity.

PROJECT PLAN
I. Project Overview
- Clearly explain the goals and objectives of the project. What previous research, if any, has been conducted to show that this project is needed or desirable?
- What is the project's urgency? Why does this project need to proceed at this time? What will happen if it does not?
- Explain the heritage tourism benefits of the project (e.g. visitor resources will be created or substantially improved, will project products encourage increased visitation to heritage sites or events)?
- Will the project contribute to the acquisition, preservation or conservation of significant historic, natural, archeological or cultural resources?
- How will this project enhance the heritage area? Will it foster linkages with other heritage area attractions or other heritage areas?

II. Project consistency with Certified Heritage Area Management Plan
- Is the project specifically identified in the heritage area management plan? If yes, please specify the section or page number of the management plan where the project is identified.
- If the project is not identified in the management plan, clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan and why the project should receive priority funding at this time.

III. Project Methodology
- Clearly explain the methodology that will be utilized, outlining each step you will use to achieve your goals and objectives.
- Does the project utilize methods or techniques that are transferable for statewide, regional, or local application; or does the project have potential to be a "model"? Will it produce products unique for quality and innovation?

IV. Project Timetable
Specific deadlines for each step in your Summary Scope of Work (Appendix I) and Project Budget (Appendix VI) **must** be provided. For example:

Issue RFP for exhibit design	July 30, 2010
Complete draft exhibit design	By August 31, 2010
Begin renovation of exhibit gallery	By September 1, 2010
Compile draft artifact and photograph list	By October 31, 2010
Submit mid-project Progress Report to MHAA	By November 1, 2010
Finalize artifact and photograph list	By February 28, 2011
Complete final exhibit design	By March 31, 2011
Install exhibit	By December 31, 2011
Print Brochure	By February 1, 2012
Submit Final Report, Disbursement Request and financial documentation to MHAA	April 1, 2012

V. Project Products
- What tangible products will the project produce? Specify the number of products such as 1,500 sq. ft. exhibit, 5,000 walking tour brochures, 10 interpretive signs, one set of architectural and engineering plans and specs, etc. Ensure that all listed products are also included in the Project Timetable and Project Budget.

VI. Special Considerations
- If applicable: Describe the number of hours per day, days per week, and months per year the project site is open to the general public.
- Does the site provide public access to restrooms, water, telephones, or parking?
- Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation?
- Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the project will provide to underserved or minority individuals or groups.
- If the project product(s) includes durable items that require **ongoing maintenance or commitment, repair or replacement** (e.g. interpretive signage or website hosting), what provisions are there for carrying out this maintenance or commitment in the future, for example, a local government will maintain, or a dedicated maintenance account has been established?

VII. Project Personnel
- Who will carry out the project (applicant staff, outside consultants, volunteers)? If known, what qualifications and experience do the involved personnel or firms have that is specifically relevant to the project (describe and attach resumes/qualification statements)?

VIII. Grants Management
- Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email, and fax number of the individual(s) who would manage this grant.

IX. Project Support - Cash and In-Kind Contribution/Match
- Identify and describe the source, type, and amount of cash funds your organization currently has in hand for this project. Documentation that these cash funds are in hand must be submitted as part of this application.
- Identify and describe the source, type, and amount of funds for which your organization has commitments for this project prior to the start of the project. Provide the names, addresses, and contact information for these sources.
- Identify and describe the source, type, and amount of in-kind support the project will receive (e.g. volunteers, donations of equipment, supplies, or services).
- Identify and describe your or other organization's efforts to fund this project from sources other than MHAA.
- Describe the State's past and present financial commitment to the project, if applicable.

APPENDIX III: SAMPLE CAPITAL PROJECT NARRATIVE
(*Use for Capital projects only)

Please address **all** items listed in the following project narrative completely and concisely. If not applicable, put "N/A" after the item. **Two electronic/digital copies of the full application** must also be submitted on CD-R (Compact Disc-Recordable) disks; label the disks with the heritage area name, project name, the names of all files, and the program used to create them. Use Microsoft Word© or another program readable by Microsoft Word© to produce the electronic version. <u>**DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD©.**</u>

This outline should be used for capital projects ONLY.

PROJECT PLAN

I. Project Overview
- Clearly explain the goals and objectives of the project. What previous research, if any, has been conducted to show that this project is needed or desirable?
- What is the project's urgency? Why does this project need to proceed at this time? What will happen if it does not?
- Explain the heritage tourism value of the project (e.g. visitor resources will be created or substantially improved, will project products encourage increased visitation to heritage sites or events)?
- Will the project contribute to the acquisition, preservation or conservation of significant historic, natural, or cultural resources?
- How will this project enhance the heritage area? Will it foster linkages with other heritage area attractions or other heritage areas?

II. Project consistency with Certified Heritage Area Management Plan
- Is the project specifically identified in the heritage area management plan? If yes, please specify the section or page number of the management plan where the project is identified.
- If the project is not identified in the management plan, clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan and why the project should receive priority funding at this time.

III. Project Methodology
- Clearly explain the methodology that will be utilized, outlining each step you will use to achieve your goals and objectives.
- Does the project utilize methods or techniques that are transferable for statewide, regional, or local application; or does the project have potential to be a "model"? Will it produce products unique for quality and innovation?

IV. Property Information
- Describe the history or architectural significance of the property that is the focus of the project, if applicable.
- What are the dates of original construction for buildings on the property? What are the dates of significant alterations/additions to these buildings?
- Is the property individually listed on the National Register of Historic Places or located within a National Register or local historic district?
- Is the property currently endangered? If so, describe the threats to the property.
- How is the property currently used, and how will it be used in the future?

V. Project Phasing
- Have architectural plans and specifications or bid documents been prepared for the proposed work?
- If the project is phased, identify the specific phase of the project for which funding is being requested. Please discuss how that phase fits into the larger project including past as well as future work/phases.

*NOTE: All work must comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (see www.cr.nps.gov/hps/tps/standards/index.htm).

VI. Project Timetable
Specific deadlines for each step in your Summary Scope of Work (Appendix I) and Project Budget (Appendix VI) **must** be provided. For example:

Issue RFP for architectural services	July 30, 2010
Complete architectural design plans	By November 1, 2010
Initiate interior renovation	By December 31, 2010
Submit mid-project Progress report to MHAA	By January 15, 2011
Initiate exterior repairs	By March 15, 2011
Complete interior and exterior renovation and repairs	By May 30, 2011
Submit Final Report and Disbursement Request to MHAA	By June 30, 2011

VII. Special Considerations
- If applicable, describe the number of hours per day, days per week, and months per year the project site is open to the general public. If the project product(s) requires **ongoing maintenance, repair or replacement** (e.g. signage, trail amenities, or monuments), what provisions are there for carrying out this maintenance in the future, for example, a local government will maintain, or a dedicated maintenance account has been established?
- Does the site provide public access to restrooms, water, telephones, or parking?
- Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation?
- Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the project will provide to underserved or minority individuals or groups.

VIII. Project Personnel
- Project Coordination: Who will direct the project and who will be responsible for the various components of the project? Describe the qualifications of the project staff and attach resumes of potential staff members.
- Grants Management: Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email address, and fax number of the individual(s) who would manage this grant.

XI. Project Support - Cash and In-Kind Contribution/Match
- Identify and describe the source, type, and amount of cash funds your organization currently has in hand for this project. Documentation that these cash funds are in hand must be submitted as part of this application.
- Identify and describe the source, type, and amount of funds for which your organization has commitments for this project prior to the start of the project. Provide the names, addresses, and contact information for these sources.
- Identify and describe the source, type, and amount of in-kind support the project will receive (e.g. volunteers, donations of equipment, supplies, or services).
- Identify and describe your or other organization's efforts to fund this project from sources other than MHAA.
- Describe the State's past and present financial commitment to the project, if applicable.

APPENDIX IV: SAMPLE K–12 EDUCATION PROJECT NARRATIVE ADDENDUM

> ***K-12 Education projects must complete this addendum AND
> the applicable Non-Capital (Appendix II) or Capital (Appendix III) Project Narrative.**

Please address all items listed in the following project narrative completely and concisely. If not applicable, put "N/A" after the item. **Two electronic/digital copies of the full application** must also be submitted on CD-R (Compact Disc-Recordable) disks; label the disks with the heritage area name, project name, the names of all files, and the program used to create them.. Use Microsoft Word© or another program readable by Microsoft Word© to produce the electronic version. **DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD©.**

This narrative addendum should be used ONLY for those projects consisting of K - 12 education activities (see Page 4 for definition of K - 12 education activities) and must be completed in conjunction with the applicable Non-Capital (Appendix II) or Capital (Appendix III) Project Narrative.

I. Project Overview:

- Clearly explain how the project will contribute to curriculum development and teacher training, and/or the implementation of curricula through educational product development at heritage sites, and/or programming activities that support or encourage visitation to heritage area sites by school groups.

II. Compliance with Maryland State Department of Education or County School System Consultation Requirements
- For **curriculum development and teacher training projects** provide documentation as applicable of the following:
  1. For statewide projects, that the Maryland State Department of Education (MSDE) has been consulted and determined that the project will assist in fulfilling one or more of MSDE's Core Learning Goals (if applicable, documentation attached); or

  2. For single or multi-County projects, that all County (and/or Baltimore City) Public School systems in the project area have been consulted and determined that the project will assist in fulfilling one or more of the school system's Core Learning Goals (if applicable, documentation attached).

- For **Curriculum Implementation projects**:
  1. Provide documentation that the curricula has been approved by MSDE and all County School Systems in the project area (if applicable, documentation attached);

III. Fiscal Year 2011 K -12 Education Funding Priorities:

If applicable, discuss how the project addresses one or both of the following MHAA funding priorities:

  1. For all eligible project types, priority will be given to applications which, through their design, can clearly show how the project not only advances Certified Heritage Area education goals, but also advances other goals in the relevant Certified Heritage Area management plan, for example stewardship and preservation, economic development through heritage tourism, or interpretation.

  2. For curriculum development projects, priority will be given to projects that can document that MSDE and all County School Systems in the project focus area will be an active partner in the development and implementation of the project.

APPENDIX V: SAMPLE PROGRAMMING PROJECT NARRATIVE
(*Programming projects must complete this form only,
do <u>not</u> also complete a Non-Capital or Capital project narrative)

Please address all items listed in the following project narrative completely and concisely. If not applicable, put "N/A" after the item. **Two (2) electronic/digital copies of the full application** must also be submitted on CD-R (Compact Disc-Recordable) disks; label the disks with the heritage area name, project name, the names of all files, and the program used to create them.. Use Microsoft Word© or another program readable by Microsoft Word© to produce the electronic version. **<u>DO NOT SUBMIT MATERIALS AS PDF FILES OR IN OTHER FORMATS THAT CANNOT BE EDITED BY MICROSOFT WORD©.</u>**

This outline should be used for those projects consisting of programming activities <u>ONLY</u> (see Page 3 of this application for the definition of Programming activities).

I. Project Overview:
- Clearly explain the goals and objectives of the project. What previous research, if any, has been conducted to show that this project is needed or desirable?
- What is the project's urgency? Why does this project need to proceed at this time? What will happen if it does not?
- Explain the heritage tourism value of the project (e.g. visitor resources will be created or substantially improved, will project products encourage increased visitation to heritage sites or events)?
- Will the project contribute to the acquisition, preservation or conservation of significant historic, natural, or cultural resources?
- How will this project enhance the heritage area? Will it foster linkages with other heritage area attractions or other heritage areas?

II. Project consistency with Certified Heritage Area Management Plan:
- Is the project specifically identified in the heritage area management plan? If yes, please specify the section or page number of the management plan where the project is identified.
- If the project is not identified in the management plan, clearly explain how the project is consistent with specific goals, objectives, strategies, standards, and actions in the management plan and why the project should receive priority funding at this time.

III. Project Methodology:
- Clearly explain the methodology that will be utilized, outlining each step you will use to achieve your goals and objectives.
- Does the project utilize methods or techniques that are transferable for statewide, regional, or local application; or does the project have potential to be a "model"? Will it produce products unique for quality and innovation?

IV. Event Impact:
- What is the projected attendance? What percentage of visitors will the event draw from beyond the area? What are the market demographic profiles for event attendees? What is the projected participation with the event for both locals and visitors? How will the community be involved in the event? What kind of lasting impact is this event expected to have on the community and on event attendees?

V. Media Exposure
- Describe the event media relations plan, advertising plan, and promotion plan. How many newspaper readers or magazine subscribers will be exposed potentially to feature stories on the event?

VI. Event Design:
- Outline each step in your plan to execute the event, including specific deadlines by which completion is expected.

VII. Special Considerations:
- If applicable: Describe the number of hours per day, days per week, and months per year the event site is open to the general public.
- Does the site provide public access to restrooms, water, telephones, or parking?

- Does the site provide an interpreter or guide, printed self-guided tour, or interpretive signage during all hours of operation?
- Describe what provision will be made for physical or programmatic access by disabled persons and what benefit the event will provide to underserved or minority individuals or groups.

VIII. <u>Project Timetable</u>:

Specific deadlines for each step in your Summary Scope of Work (Appendix I) and Project Budget (Appendix VI) **must** be provided. For example:

Contract with event performers	By July 30, 2010
Issue RFP for design of event promotional materials	August 31, 2010
Event flyers to printer	November 15, 2010
Publish event advertisement in Washington Post and Baltimore Sun	December 1, 2010
Submit mid-project Progress report to MHAA	By January 15, 2011
Host event	January 2-4, 2011
Submit Final Report, Disbursement Request to MHAA	By March 31, 2011

IX. <u>Project Products</u>:
- What tangible products will the project produce? Specify the number of products such as 2 performances, 10,000 brochures, 5,000 flyers, 3 newspaper ads, etc. Ensure that all listed products are also included in the Project Timetable and Project Budget.

X. <u>Project Personnel/Event Coordination</u>:
- Who will direct planning and execution of the event? Describe the qualifications of the event staff and attach resumes of potential staff members. If using volunteers, describe your volunteer plan.

XI. <u>Grants Management</u>: Describe your organization's administrative and financial experience and ability to manage a grant of this type. List the name, title, address, daytime phone number, email address, and fax number of the individual(s) who would manage this grant.

XII. <u>Project Support - Cash and In-Kind Contribution/Match</u>:
- Identify and describe the source, type, and amount of cash funds your organization currently has in hand for this project. Documentation that these cash funds are in hand must be submitted as part of this application.
- Identify and describe the source, type, and amount of funds for which your organization has commitments for this project prior to the start of the project. Provide the names, addresses, and contact information for these sources.
- Identify and describe the source, type, and amount of in-kind support the project will receive (e.g. volunteers, donations of equipment, supplies, or services).
- Identify and describe your or other organization's efforts to fund this project from sources other than MHAA.
- Describe the State's past and present financial commitment to the project, if applicable.

APPENDIX VI: SAMPLE MHAA PROJECT GRANT BUDGET

Use the attached budget sheet to prepare a realistic project budget. If preferred, you may use the attached budget sheet as a template to create your budget in a word processing, spreadsheet, or other computer program that is readable using Microsoft Word© or Excel©software. In addition to the required paper copies, y**ou must provide TWO electronic/digital copies** (you may put your Project Narrative on the same CD-R or floppy disk). Please label the disk(s) with the heritage area name, project name, and the software program used to create them.

The budget MUST address project components mentioned in the Summary Scope of Work (Appendix I) and Project Timetable. The budget should specify such expense categories as personnel, travel, equipment, supplies, rental costs, etc. The following sample budget for a non-capital project is provided to illustrate both the process and format MHAA grant project budgets must follow.

1. Calculate the total cash needs of the project:

Interpretive Planning Consultant ($rate of pay X hours)	$10,000
Exhibit Design Consultant ($rate of pay X hours)	$12,000
Project Monitor ($rate of pay X hours)	$5,500
Exhibit Fabrication and Installation Contractor	$60,000
Space Preparation and Renovation Contractor ($rate of pay X hours)	$10,000
Brochure Design and Printing	$5,000
TOTAL CASH NEEDS:	$102,500

2. Calculate the available in-kind match:

Watercraft relocation and stabilization	$12,500
Exhibit Design Consultant	$5,000
TOTAL IN-KIND CONTRIBUTION:	$17,500

3. Add the total cash needs and available in-kind match together to find the total project cost:
In this example, the total cost is $120,000. The MHAA grant fund would provide up to $50,000 in cash, and the applicant organization would provide $37,500 in cash match, plus $12,500 in in-kind contributions to meet MHAA's dollar-for-dollar and 75% cash match requirements. In addition, the applicant will also use $15,000 of cash and $5,000 of in-kind project funding above the required MHAA dollar-for-dollar match to carry out the project, **show this additional grantee-provided cash and in-kind funding in the appropriate columns**. If no additional project funding above the required dollar-for-dollar match is being used to complete the project, leave these two columns blank.

4. Once a workable budget structure has been prepared, enter the line items on the budget page provided:
Items should be organized by cost category so that similar costs are grouped together, regardless of whether they are cash or in-kind contributions. Rates of pay or similar cost breakdowns **MUST** be included in each line item. Attach any estimates you have obtained to support your budget.

5. Finally, identify the sources of matching funds and in-kind contributions.

See next page for Sample Budget

USE OF FUNDS	MHAA GRANT	REQUIRED GRANTEE CASH MATCH	REQUIRED GRANTEE IN-KIND MATCH	ADDITIONAL GRANTEE PROJECT FUNDING (CASH)	ADDITIONAL GRANTEE PROJECT FUNDING (IN-KIND)	TOTAL PROJECT COST
PERSONNEL						
Interpretive Planning Consultant ($rate X hours)	$10,000					$10,000
Exhibit Design Consultant ($rate X hours)	$12,000				$5,000	$17,000
Project Monitor ($rate X hours)		$5,500				$5,500
MATERIALS						
Exhibit Fabrication and Installation	$13,000	$32,000		$15,000		$60,000
Gallery Preparation and Renovation	$10,000		$12,500			$22,500
PRINTING						
Brochures (5,000 @ $1.00/per piece)	$5,000					$5,000
TOTALS	$50,000	$37,500	$12,500	$15,000	$5,000	$120,000

Identify source(s) of cash matching funds and in-kind contributions. If more than one organization is providing support, identify each organization and the kind and amount of support, as shown below.

Donor: Applicant Organization
Source: Operating Budget
Kind: Cash
Amount: $5,500 (project monitor)
Date Available: July 1, 2010

Donor: Applicant Organization
Source: Appropriated Funds
Kind: Cash
Amount: $32,000 (exhibit fabrication/installation)
Date Available: July 1, 2010

Donor: Smith Exhibit Design, Inc.
Source: Donated Services and Materials
Kind: In-Kind
Amount: $5,000
Date Available: July 1, 2010

Donor: Friends of the Applicant Organization, Inc.
Source: Donated Services and Materials
Kind: In-Kind
Amount: $12,500
Date Available: Now

Donor: ABC Exhibit Fabrication Company
Source: Donated Services and Materials
Kind: Cash
Amount: $15,000
Date Available: Now